

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 2007-52/ANG-AGR 2007-16

OPENING DATE: 24 August 2007

CLOSING DATE: 10 September 2007

ANTICIPATED FILL DATE: 14 October 2007

POSITION TITLE AND NUMBER:
Aircraft Mechanic Supervisor
80293000
781052

UNIT/ACTIVITY AND DUTY LOCATION:
145th Maintenance Squadron
NCANG, Charlotte, NC

GRADE AND SALARY:
TECHNICIAN:
WS-8801-14 \$30.05 - \$35.10 per hour

EMPLOYMENT STATUS:
Excepted Service

AGR: Current on-board AGR members only. Pay and allowances commensurate with military grade not to exceed CMSgt/E-9

WHO CAN APPLY: The area of consideration for this position is NCANG FULL-TIME SUPPORT PERSONNEL ONLY. Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Dates listed on the KSA's must mirror dates on application. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. AGR: Current AGR members must submit an Application for Active Guard/Reserve (AGR) Position (NGB Form 34-1).

Applications must be sent to : North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA'S. The application or resume must reflect the required 18 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must prepare separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 1-800-621-4136 ext. 6172/6431..

1. Ability to plan and organize the work of an aircraft maintenance function.
2. Ability to meet deadlines.
3. Knowledge of aircraft repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
6. Ability to devise new methods and to develop and interpret policy and guidance.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for promotion until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the 145th Maintenance Squadron, NCANG, is mandatory. AFSC: 2AXXX, 2WXXX.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Plans the overall allocation of personnel, funding and equipment resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, complexity, operational tempo, and total force integration must be planned on an annual or longer basis. Because of the Total Force Mission integration with the USAF, keeps unit assigned ANG mission aircraft in combat ready status and able to be fully integrated with USAF aircraft and missions upon activation and regular contingency operations, in addition to daily training and support missions. Plans work on an annual or multi-year basis, to include: aircraft and aircraft system modifications (Time Change Technical Orders), maintenance equipment and facilities update and modernization, deployment and mobility planning, human resources and financial forecasting, recurring Air Force mandated inspection requirements, mission and weapons systems changes, contingency planning relating to carrying out the military mission of the wing, and the development of policies and procedures in the accomplishment of the work. Significant but shorter requirements involve daily, weekly, and quarterly planning. Analyzes work plans developed by subordinate supervisors for accomplishment of assigned directives. Determines status of work accomplished in relation to future demands, including unanticipated or emergency requirements mandating reallocation of resources as required. Provides higher level management and/or leadership information on status of work projects, budget estimates, changes in equipment, facilities, techniques, etc. for mission planning purposes. Evaluates potential impact of improved technologies on existing programs and practices and recommends proposed changes to cognizant authority. Participates fully with higher level management and staff organizations in interpreting changing environmental requirements to include work techniques, specification changes, standard improvements, modifications to organizational structures, mission alignments and changes, equipment modernization, facility requirements and improved work flow processes. Functions as an integral member of unit's planning process, serving as the responsible technical resource for a maintenance division. Has national level impact, attending future systems road map planning conferences such as Product Improvement Working Group (PIWG), System Supportability Review (SSR) and Systems Safety Group (SSG) meetings as an Air National Guard subject matter expert. Coordinates and directs the work of units supervised. Assigns and explains work requirements to subordinate supervisors and sets deadlines. Balances workload for subordinate work groups. Promotes economical and efficient work operations. Analyzes production, cost and personnel utilization records and makes adjustment in operations to correct problems. Prepares and/or provides inputs to operating instructions and initiates work plans to be followed by subordinate workers in accomplishing critical or emergency work projects. Spot checks work operations to assure production and quality standards are achieved. Coordinates work operations with other organizations and functions. Encourages employees to achieve management goals. Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by them. Makes formal appraisal of supervisors' work performance and reviews employee appraisals submitted by them. Determines long range and supervisory training needs for all levels of subordinates developing resource options, justifications and methods to accomplish training. Uses various management tools and computer technologies to ensure effective control of work activities. Chairs production meetings to set priorities in accomplishing the scheduled maintenance plan. Promotes and administers such programs as cost reduction, incentive awards, suggestions and quality assurance. Ensures that regulations governing safety and housekeeping are observed. Assures that subordinate supervisors carry out such programs as labor management and equal opportunity. Schedules and approves leave. Ensures that position descriptions are accurate and that position management principles are followed. Assures that appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken. Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises, and Operations Other Than War (OOTW). May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment or to serve as a team member on boards to cope with natural disasters or civil emergencies. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1